Accessible Online Course Design

This playbook outlines the process of designing online courses to be accessible to learners with disabilities. It includes strategies and requirements that ensure all learning materials and activities are perceivable, operable, understandable, and robust.

Step 1: **Assessment**

Evaluate current course materials and platform for accessibility barriers. Use tools to check compliance with web accessibility standards such as WCAG 2.1.

Step 2: **Plan**

Develop a plan to address identified accessibility issues. Prioritize fixes based on degree of impact and required effort. Include timelines and responsible parties.

Step 3: **Content Design**

Design course content to be accessible. Ensure text is readable and legible, provide alt text for images, use headers for structure, and create transcripts and captions for videos.

Step 4: **Interaction Design**

Ensure that activities and user interfaces are accessible. This includes keyboard navigation, sufficient contrast for visual elements, and clear instructions for interactive elements.

Step 5: **Testing**

Conduct accessibility testing with a variety of tools and methods, such as automated tests, screen reader evaluations, and user testing with participants who have disabilities.

Step 6: **Review & Feedback**

Involve stakeholders in reviewing the course from an accessibility perspective. Collect feedback from learners with disabilities to identify any remaining issues.

Step 7: **Implementation**

Implement the necessary changes to the course design and materials. Update documents, multimedia, and platform features as per the planned accessibility improvements.

Step 8: **Training & Support**

Provide training for educators and support staff on how to create and maintain accessible online learning environments and troubleshoot potential issues.

Step 9: **Ongoing Evaluation**

Establish a process for the ongoing evaluation of course accessibility. Regularly update materials and practices to accommodate new standards and technologies.

General Notes

Legal Requirements

Understand the legal requirements related to accessibility in your region, such as the Americans with Disabilities Act (ADA) or other local legislation.

Inclusive Philosophy

Adopt an inclusive philosophy in all aspects of course design and delivery, with the goal of providing equal access and opportunity for all learners.

Resources

Utilize available resources and guides from reputable organizations specializing in web accessibility and online education.